

KEY DEADLINES

ACT NOW!

Sponsorship Opportunities

Contact Sponsorship Management at AGUExhibits@spargoinc.com

October 22

Complete Company Description & Select Product Categories

Login to your Exhibitor Portal with your Company Password to update your description & product categories. For password assistance, email: Lauren.Turosik@spargoinc.com.

November 9

Discount Deadline for Lead Retrieval

November 12

Advance Shipments may begin to arrive at Freeman's Warehouse

Materials will be accepted Monday – Friday between the hours of 8 AM – 3:30 PM

November 16

Discount Deadline for Freeman Services

Floor Covering, Material Handling, Furniture, etc.

Discount Deadline for Smart City

Internet Services

November 19

Discount Deadline for HiTech

Electrical, Rigging & Plumbing Services

November 26

Discount Deadline for Projection

Audio Visual Services

December 3

Advance Shipment Deadline without Late Fees

December 9

Freeman will Begin Receiving Onsite Shipments

Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

December 10

All exhibit space must be set by 2 PM EST

If you are not able to meet this requirement, you must submit a variance request to Lauren.Turosik@spargoinc.com no later than 4 PM on Thursday, December 6.

The deadlines above are the most common deadlines exhibitors have questions about. Please refer to all other deadlines for official service contractors on their individual order forms enclosed in this service manual.